



# General Services





## Department Description

The General Services Department is comprised of seven distinct divisions/programs. The Department operates with a core mission to provide the most efficient and effective service to the residents and visitors of San Diego and to its fellow City departments, with every member of the Department striving for excellence in public service. Included in the General Services Department are the following divisions:

- Facilities Division
- Fleet Services Division
- Street Division
- Publishing Services Division

In addition, the Department manages the following programs:

- Contracts (under Facilities)
- Department Administration
- Public Works Dispatch Center (under Street)



### Division Description

The Facilities Division provides day-to-day maintenance and repair services to over 1,600 facilities, including preventive maintenance, scheduled maintenance, emergency repairs, and deferred maintenance. Deferred maintenance work includes re-roofing facilities, replacing Heating, Ventilating, and Air Conditioning (HVAC) systems, performing structural improvements, and other repair work.

The Division's mission is:

*To proactively, systematically, and in an environmentally-responsible manner maintain and enhance the City's capital assets, ensuring that they are safe, clean, and functional*

### Goals and Objectives

The following goals and objectives represent the action plan for the Division.

***Goal 1: Provide preventive, corrective and emergency maintenance to City facilities to ensure efficient and effective operations***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Develop and implement preventive maintenance programs for City facilities
- Provide ongoing condition assessment of facilities
- Utilize available resources effectively to maintain the City's physical assets

***Goal 2: Provide quality facility services efficiently and economically***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Provide quality customer service at a high level of user satisfaction
- Utilize a computerized maintenance management system for work control
- Respond to emergency requests in a timely manner

***Goal 3: Ensure facilities comply with industry standards with regard to environmental responsibility***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Comply with hazardous material regulations and laws
- Comply with City Administrative Regulation 35.80, Environmentally Preferable Purchasing Program

***Goal 4: Provide a team of skilled facility professionals, prepared and able to serve as the City's provider of facilities asset management, maintenance, and repair***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Provide ongoing professional training related to job classification
- Maximize workplace safety
- Provide on-going training to ensure knowledge of building codes

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## Service Efforts and Accomplishments

The Facilities Division focused on defining the backlog of deferred maintenance and reducing this backlog. A comprehensive Facilities Condition Assessment was performed on 31 critical Life/Safety facilities (Police, Fire, and Lifeguard Stations). The Facilities Division also upgraded its computer work management system *iMaint* to provide better work management, production control, and performance monitoring. The Division has completed roof repairs for Museum of Art, Museum of Man (Phase I), Old Globe Theatre, Main Library, Malcolm X Library, San Ysidro Community Center, San Ysidro Recreation Center, and Bud Kearns Pool. The Division is also well underway in its comprehensive facility assessment. This is expected to be complete by November 2008. More specifically, the Division has completed a condition assessment for the elevator systems in the City Administration Building (CAB) and the City Parkade. From this assessment, two contract actions were initiated to rehabilitate the electro-mechanical systems of all eight elevators in these facilities.

The Facilities Division has also increased its funding. The Mayor's Fiscal Year 2009 budget will add 500% more funding for addressing the deferred maintenance in City facilities. No funds were provided for the City's deferred maintenance needs by previous administrations during the budget year the Mayor took office. The Mayor's proposal dedicates much-needed dollars to deferred maintenance and capital improvements.

## Budget Dollars at Work: Performance Expectations

### Goal 1: Provide preventive, corrective and emergency maintenance to City facilities to ensure efficient and effective operations

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Number of facilities for which preventative maintenance program are established using the Division's Computer Maintenance Management System	1	1	30
2. Number of major City facilities for which a condition assessment has been completed	31	0 (Contract pending)	370
3. Number of work orders in backlog	1,700	1,700	1,700
4. Age of open work orders – percent of tickets older than 120 days	42%	40%	35%

### Goal 2: Provide quality facility services efficiently and economically

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Total number of work orders completed per month	620	630	650
2. Average response time for emergency requests during standard work hours	1 hour	1 hour	1 hour
3. Average response time for emergency requests during non-standard work hours	2 hours	2 hours	2 hours

### Goal 3: Ensure facilities comply with industry standards with regard to environmental responsibility

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Number of Notices of Violation per year	1	0	0

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**Goal 4: Provide a team of skilled facility professionals, prepared and able to serve as the City's provider of asset management, maintenance, and repair**

<b>Performance Measure</b>	<b>Baseline FY2007</b>	<b>Estimated FY2008</b>	<b>Target FY2009</b>
1. Percent of employees current with on-going certification requirements	79%	80%	100%

## Budget Dollars at Work: Sizing and Workload Data

	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>Estimated FY2008</b>	<b>Target FY2009</b>
<b>Sizing Data</b>					
Number of facilities maintained	1,622	1,641	1,647	1,660	1,670
Square feet of facilities maintained	8,079,402	8,129,339	9,690,737	9,820,737	9,920,737
Number of work orders created for City facilities	9,929	9,653	11,266	10,200	10,200
<b>Workload Data</b>					
Number of work orders on City facilities completed	9,040	8,745	8,461	8,000	8,000

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## Fleet Services Division



### Division Description

The newly consolidated Fleet Services Division provides all departments with motive equipment and a full range of fleet management services. These services include acquisition, fitting, maintenance and repair, the provision of parts and fuel, body repair, painting, metal fabrication, disposal services, and other motive equipment related support services, such as machining, equipment rental, and operator training.

The Division's mission is:

*To provide our customers with safe, economical, state-of-the-art, environmentally friendly and reliable fleet services, delivered by highly skilled professionals*

### Goals and Objectives

The following goals and objectives represent the action plan for the Division.

***Goal 1: Be responsive to and accountable for meeting our customers' fleet mission requirements***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Meet or exceed industry and customer standards for designated fleet availability rates
- Create and maintain life-cycle replacement plans for equipment
- Replace motive equipment in accordance with life cycle standards

***Goal 2: Provide quality fleet services efficiently and economically***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Ensure usage rates reflect the highest level of efficiency and effectiveness
- Provide quality customer service to achieve a high level of user satisfaction

***Goal 3: Minimize the environmental impact of the fleet***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Reduce overall vehicle emissions
- Comply with hazardous materials regulations and laws

***Goal 4: Provide a highly-trained and certified team of professionals, prepared and able to serve as the City's consolidated provider of fleet services***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Maximize workplace safety
- Enhance the level of employee and team professional certifications

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## Service Efforts and Accomplishments

In the beginning of Fiscal Year 2008, the Fleet Business Process Reengineering (BPR) project was completed. The project resulted in the consolidation of three distinct fleets, Police, Fire-Rescue, and Non-Safety, into one division and allowed for the reduction of 27 budgeted positions and one repair location. With fewer resources, the consolidated Fleet Services Division continues to complete at least 95 percent of preventive maintenance work within 1 day and maintain vehicle availability of approximately 95 percent. Additionally, one unleaded fuel tank was automated and 19 diesel vehicles were retrofitted to meet California Air Resources Board requirements. Two other retrofit projects involving 25 diesel vehicles are underway to further reduce fleet emissions.

A major achievement for the Division was recognized during the Fire Storm 2007 contingency operations. When the fires broke out on October 21, 2007, the Fleet Services Division was able to recall all critical personnel to fully staff the maintenance facilities, staff the Emergency Operations Center throughout the event and to field all 20 reserve Type 1 fire engines in addition to over 95% of the front line engines. The unity of command enabled the City of San Diego to place transportation assets in the best tactical locations to maximize its resources.

## Budget Dollars at Work: Performance Expectations

### Goal 1: Be responsive to and accountable for meeting our customers' fleet mission requirements

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of performance expectations in services to other departments that meet or exceed goals	N/A <sup>1</sup>	95%	98%
2. Percent of equipment classes that have established lifecycles	59%	69%	79%
3. Percent of the total fleet that is over age and/or over mileage	27%	26%	22%

### Goal 2: Provide quality fleet services efficiently and economically

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of time spent on preventive maintenance as opposed to unscheduled repair	50%	50%	55%

### Goal 3: Minimize the environmental impact of the fleet

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of Non-Safety Light Duty fleet vehicles classified as Low Emissions Vehicles II	31%	35%	55% (656 vehicles)
2. Percent of Non-Safety Medium/Heavy Duty fleet on-road diesel powered vehicles meeting CA Code Reg. Title 13	22%	25%	40% (178 vehicles)

### Goal 4: Provide a highly-trained and certified team of professionals, prepared to and able to serve as the City's consolidated provider of fleet services

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
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<sup>1</sup> The Fleet was consolidated and set clear performance expectations for its service to other departments in Fiscal Year 2007.



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Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of master technicians ASE/welder certified	49%	49%	51%
2. Number of shops ASE certified	0	0	1

## Budget Dollars at Work: Sizing and Workload Data

	FY2005	FY2006	FY2007	Estimated FY2008	Target FY2009
<b>Sizing Data</b>					
Number of pieces of motive equipment	N/A	4,426	4,371	4,328	4,330
Number of non-public safety fleet motive equipment pieces maintained	N/A	2,587	2,537	2,481	2,485
Number of public safety fleet motive equipment pieces maintained	N/A	1,839	1,834	1,847	1,845
<b>Workload Data</b>					
Number of pieces of equipment replaced or added	N/A	258	478	814	500
Number of Fleet Work Orders	N/A	43,113	42,375	65,762 <sup>2</sup>	65,000

<sup>2</sup> Beginning in Fiscal Year 2008, the Police Department and Fire-Rescue Department fleets were combined with the Equipment Division to form the Fleet Services Division.

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## Publishing Services Division



### Division Description

Publishing Services is the City of San Diego's full service, in-house reproduction and graphics center. Publishing Services provides full reproduction capability, including offset press operations, high-volume copying, and product finishing services. Also provided are graphic design and electronic publishing services. In addition, Publishing Services manages the Citywide Photocopier Program and provides more than 580 copiers for departmental needs.

The Division's mission is:

*To provide the highest quality of reprographic services to our customers in the most timely manner and at the lowest possible cost*

### Goals and Objectives

The following goals and objectives represent the action plan for the Division.

#### ***Goal 1: Respond adeptly to the City's requirements for reprographic services***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Effectively market the services available from Publishing Services to other City departments
- Provide consultative services to ensure that there is appropriate planning on City projects with significant reproductive implications

#### ***Goal 2: Support the current and future needs of the City by using the most current technology and delivering services in a flexible, responsive and professional manner***

Publishing Services strives to meet all of the City's reprographic needs. Publishing Services recognizes that being able to provide the most up-to-date technology and employ a flexible and responsive workforce is the best way to ensure that the operations keep up with ever changing customer demands. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Maintain an agile, able and cross-trained work force, able to use new technology and expand the product base as warranted
- Enhance the technical and customer services knowledge and skills of employees through appropriate training and education
- Keep Publishing Services current by using appropriate technology and investing in new technology as economically feasible
- Plan for the future needs of the City by keeping abreast of industry trends and soliciting feedback regarding customer demands

#### ***Goal 3: Offer the best technology at the best price for convenience copiers***

Publishing Services is responsible for managing the City's photocopier program, including the maintenance and administration of over 580 photocopiers distributed throughout the City. As such, it is imperative that Publishing Services leverages its resources to obtain the best technology and price for the City so that customers' low-volume copying needs can be conveniently met. The Division will move toward accomplishing this goal by focusing on the following objectives.

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- Get the best value from the photocopier contract by ensuring that customers have the appropriate equipment for their operations and that the contract is properly managed
- Keep updated on current market trends as preparation for future photocopier bid processes
- Ensure the photocopier program is accurately and fully reimbursed by customer departments

## **Goal 4: Recover costs of services through appropriate pricing structures**

As an Internal Service Fund, it is imperative that Publishing Services be fully cost recoverable in its operations. Therefore, Publishing Services has the priority of ensuring its rates, accounting, and work management practices are accurate and current. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Ensure the Publishing Services rate/cost structure is updated, current and appropriate
- Ensure that work management and accounting systems are stable and accurately recover costs of doing business

## Service Efforts and Accomplishments

Publishing Services supported the City's reprographic needs throughout the year by maintaining the leases for the City's convenience copiers (those used by departments for their printing and day-to-day photocopying needs), providing quick print and offset press impressions, and providing graphics for inclusion in the City's hard copy and electronic publications. Over the last year, Division services included production of both hard copy (three volumes) and electronic (CD) versions of the annual budget document in both proposed and final versions. In addition, the Division provided rapid response support to the wildfire relief efforts by producing signage and informational flyers for the various information and evacuation centers.

## Budget Dollars at Work: Performance Expectations

### **Goal 1: Respond adeptly to the City's requirements for reprographic services**

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Amount of City dollars being spent with external vendors for reprographic services (not going through Publishing Services)	Greater than \$400,000	\$360,000	\$320,000

### **Goal 2: Support the current and future needs of the City by using the most current technology and delivering services in a flexible, responsive and professional manner**

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of "standard" jobs completed by staff within established turn-around times	N/A	85%	90%
2. Staff productivity rate	83.4%	85%	85%

### **Goal 3: Offer the best technology at the best price for convenience copiers**

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of up-time for convenience copiers	99.4%	99.5%	99.5%
2. Percent of photocopiers read for usage information monthly	60%	75%	80%

### **Goal 4: Recover costs of services through appropriate pricing structures**

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of billings completed within 30 days	99%	99%	100%

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## Budget Dollars at Work: Sizing and Workload Data

	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>Estimated FY2008</b>	<b>Target FY2009</b>
<b>Sizing Data</b>					
Convenience photocopiers in service with the City	N/A	552	582	585	590
Work requests submitted annually	N/A	4,240	4,821	4,900	5,000
<b>Workload Data</b>					
Number of quick print impressions produced annually	N/A	16.8M	17.9M	18.0M	18.5M
Number of off-set press impressions produced annually	N/A	6.9M	6.5M	6.5M	6.4M
Direct graphic design labor hours performed annually	N/A	7,508	6,350	6,500	6,500
Direct bindery (finishing) labor hours performed annually	N/A	10,036	10,029	10,100	10,100

# General Services

## Street Division



### Division Description

The Street Division maintains and repairs all streets, alleys, sidewalks, bridges, guardrails, and fences; administers annual resurfacing and slurry seal contracts; maintains and repairs street lights and traffic signals; performs traffic lane striping; paints and removes traffic markings and legends; maintains and manufactures traffic signs; and maintains street trees.

The Division's mission is:

*To provide a safe City street system through effective and efficient maintenance, with an emphasis on exceptional customer service*

### Goals and Objectives

The following goals and objectives represent the action plan for the Division.

***Goal 1: Streets, sidewalks, and associated infrastructure are safe, operable, and pedestrian-friendly, as appropriate***

It is vital to ensure public safety, preserve our infrastructure and improve life quality. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Achieve industry standards for overall pavement condition index
- Achieve acceptable level of response for sidewalk locations that need repair
- Ensure that electrical facilities are operable and traffic control devices meet safety standards
- Respond to potholes in a timely manner

***Goal 2: Planned maintenance is conducted on annual basis***

Planned preventative maintenance will reduce requests for service, achieve an enhanced level of response and improve the safety and operability of our infrastructure. The Division will move toward accomplishing this goal by focusing on the following objective.

- Develop and implement planned maintenance schedules

***Goal 3: Asset maintenance and replacement is planned and proactive***

This will preserve infrastructure, facilitate planned maintenance and ensure appropriate response to service requests. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Track assets through a complete and accurate asset inventory
- Maintain an updated assessment of the condition of infrastructure assets

***Goal 4: Personnel are responsive to customers and provide exceptional customer service***

This is part of the City's commitment for quality, timely and friendly customer service. The Division will move toward accomplishing this goal by focusing on the following objective.

- Continue to strive for exceptional customer service

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## Service Efforts and Accomplishments

Street Division is responsible for a wide range of services and operations that are provided by the Roadways, Electrical, Traffic, Urban Forestry, and Trench Restoration sections.

### Roadways

This section is responsible for maintaining the streets pavement surfaces and sidewalks. This section receives and responds to over 9,000 service requests annually. This section also filled over 52,000 potholes. One of Street Division's major objectives is to meet the City's goal to resurface 134 miles of streets. Deferred maintenance funding for streets, sidewalks, and storm drains has significantly increased from \$2.5 million to \$33.1 million in Fiscal Year 2008. Additionally, planning and programming of Fiscal Year 2009 deferred maintenance projects was completed for the planned funding of \$70 million in Fiscal Year 2009, which is in line with the Mayor's Five-Year Financial Outlook.

### Electrical

This section is responsible for the maintenance and operations of over 1,600 traffic signals and flashing beacons and approximately 50,000 street and park lights. This section is also responsible for converting approximately 24,000 street lights from low pressure sodium (LPS) to high pressure sodium (HPS). The conversion process is expected to be completed by June 30, 2008 as mandated by City Council. The electrical crews respond to over 19,000 service requests annually.

### Traffic

This section is responsible for maintaining traffic control devices and barriers along the City's 2,900 miles of streets and alleys. This section receives and responds to approximately 14,000 service requests per year for maintenance of lane line striping, pavement legends, traffic signs, wooden barricades, guardrails and pavement markers.

### Urban Forestry

This section is responsible for maintenance and planting of trees within the public right-of-way. This section receives and responds to over 4,000 service requests annually. In addition, the Urban Forestry staff coordinates tree planting events with community groups, council offices and non-profit private organizations.

### Trench Restoration

This section is responsible for performing trench restoration work under a Service Level Agreement (SLA) with the Water and Metropolitan Wastewater Departments. The Trench Restoration staff repairs damaged roadway surfaces and sidewalks associated with water and sewer work within the street right-of-way.

Street Division was a major respondent to the 2007 fire storm emergencies; Division staff cleared debris from evacuation routes, swept streets to minimize debris entering our storm drain system, replaced guardrails and damaged traffic signs, and provided materials/equipment and personnel support to the erosion control station at the local assistance center.

## Budget Dollars at Work: Performance Expectations

### Goal 1: Streets and sidewalks, and associated infrastructure are safe, operable, and pedestrian-friendly, as appropriate

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. City-wide Overall Condition Index (OCI) for street pavement	37% of streets with an OCI of 70 or greater	No survey conducted this year	39% of streets with an OCI of 70 or greater
2. Average time to respond to service notification for pothole repair after receipt of citizen-initiated service notification	100% repaired within 72 hours	100% repaired within 72 hours	90% repaired within 48 hours, 100% repaired within 72 hours

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Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
3. Average time to respond to service notification for sidewalk tripping hazard after receipt of citizen-initiated service notification	100% responded to within 24 hours	100% responded to within 24 hours	100% responded to within 24 hours
4. Average time to make permanent repairs to sidewalks after receipt of citizen-initiated service notification	100% within 2 years	100% within 2 years	100% within 1 year
5. Average time to respond to repair notification for urgent traffic signal repair	100% responded to within 1 hour	100% responded to within 1 hour	100% responded to within 1 hour

### Goal 2: Planned maintenance is conducted on an on-going basis

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of street lights replaced through planned maintenance	0%	0%	20% of all street lights re-lamped annually via group lamping
2. Percent of roadways maintained or improved annually	< 3%	<3%	8%
3. Percent of street trees trimmed annually	< 50%	<50%	60%
4. Average number of trees planted annually	2,000	2,000	2,200

### Goal 3: Asset maintenance and replacement is planned and proactive

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Frequency of street condition assessment completion	Every 2-4 years	Every 2-4 years	Bi-annually
2. Percent of street light assessments completed	10%	10%	20%
3. Percent of traffic signal assessments completed	100%	100%	100%

### Goal 4: Personnel are responsive to customers and provide exceptional customer service

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Customer satisfaction	N/A	N/A	8 out of 10

## Budget Dollars at Work: Sizing and Workload Data

	FY2005	FY2006	FY2007	Estimated FY2008	Target FY2009
<b>Sizing Data</b>					
Miles of paved streets	2,650 (estimate)	2,685 (estimate)	2,700 (estimate)	2,721	2,735
Miles of sidewalks (estimate)	5,000	5,070	5,100	5,140	5,170
Number of street lights (estimate)	41,000	42,000	50,000	50,000	50,000
Number of traffic signals (including flashing beacons)	1,500	1,588	1,588	1,668	1,678
Number of signs (estimate)	250,000	250,000	250,000	250,000	250,000
Number of street trees (estimate)	205,000	226,546	231,022	233,000	235,000

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	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>Estimated FY2008</b>	<b>Target FY2009</b>
<b>Workload Data</b>					
Number of service orders/work requests filled for streets (including potholes), sidewalks, street lights, traffic signals, trees	45,000	49,238	46,569	45,000	35,000 <sup>3</sup>
Miles of street repaved	7	4.5	28.3	39.2	62
Miles of street slurry sealed	19.5	20	110	95.3	91 <sup>4</sup>
Number of potholes filled	49,552	38,255	52,215	50,000	55,000

<sup>3</sup> Street sweeping and storm drain maintenance service calls will be handled by the Storm Water Pollution Prevention Department for the first time in Fiscal Year 2009.

<sup>4</sup> Includes 29 miles of slurry seal funded with Proposition 42 funds.



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## Department Summary

General Services				
	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED	FY 2008-2009 CHANGE
Positions	772.24	694.58	<b>659.42</b>	(35.16)
Personnel Expense	\$ 57,532,181	\$ 56,670,029	\$ <b>54,116,748</b>	\$ (2,553,281)
Non-Personnel Expense	\$ 69,354,576	\$ 113,950,507	\$ <b>120,069,643</b>	\$ 6,119,136
<b>TOTAL</b>	<b>\$ 126,886,757</b>	<b>\$ 170,620,536</b>	<b>\$ 174,186,391</b>	<b>\$ 3,565,855</b>

## Department Staffing

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
<b>GENERAL FUND</b>			
<b>General Services Administration</b>			
General Services Administration	2.00	6.00	<b>7.00</b>
<b>Total</b>	<b>2.00</b>	<b>6.00</b>	<b>7.00</b>
<b>Facilities Division</b>			
ADA	16.00	0.00	<b>0.00</b>
Administration / Management	7.00	11.00	<b>9.00</b>
CAB and DSC Facility Maintenance	14.00	0.00	<b>0.00</b>
Contracts and Repair Support	3.00	0.00	<b>0.00</b>
Enterprise Facilities	24.00	0.00	<b>0.00</b>
Maintenance of Facilities	56.50	0.00	<b>0.00</b>
Preventive Maintenance	8.00	0.00	<b>0.00</b>
Region 1	0.00	47.00	<b>42.50</b>
Region 2	0.00	60.00	<b>57.50</b>
World Trade Center	2.00	0.00	<b>0.00</b>
<b>Total</b>	<b>130.50</b>	<b>118.00</b>	<b>109.00</b>
<b>Street Division</b>			
Electrical	49.33	49.33	<b>49.33</b>
Management	26.00	23.00	<b>16.00</b>
Roadways	72.00	63.00	<b>64.00</b>
Storm Drains	45.16	38.00	<b>0.00</b>
Traffic	57.00	55.00	<b>51.00</b>
Trench Restoration	0.00	0.00	<b>39.34</b>
Urban Forestry	68.00	55.00	<b>34.00</b>
<b>Total</b>	<b>317.49</b>	<b>283.33</b>	<b>253.67</b>
<b>Contracts Division</b>			
GRC/Improvements	0.00	5.00	<b>4.00</b>
Services Contracts	0.00	1.00	<b>1.00</b>
<b>Total</b>	<b>0.00</b>	<b>6.00</b>	<b>5.00</b>

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## Department Staffing

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
<b>GENERAL FUND</b>			
<b>Parking Management</b>			
Administration	1.00	0.00	0.00
Customer Service	21.15	0.00	0.00
Enforcement	69.85	0.00	0.00
Parking Meter Operations	8.00	0.00	0.00
<b>Total</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Station 38</b>			
Station 38	7.75	7.25	11.25
<b>Total</b>	<b>7.75</b>	<b>7.25</b>	<b>11.25</b>
<b>PUBLISHING SERVICES INTERNAL FUND</b>			
<b>Publishing Services</b>			
Citywide Photocopy	5.25	3.25	0.00
Customer and Support Services	1.00	0.00	0.00
Division Administration	0.00	0.00	5.00
Printing Services	28.75	21.75	20.00
<b>Total</b>	<b>35.00</b>	<b>25.00</b>	<b>25.00</b>
<b>FLEET SERVICES INTERNAL SERVICE FUND</b>			
<b>Fleet Services</b>			
Acquisition, Fitting and Disposal	8.95	8.75	8.75
Material Support Section	12.00	7.00	5.50
Motive Equip Serv & Rep Units	7.20	11.00	11.00
Repair and Maintenance	151.35	222.25	223.25
<b>Total</b>	<b>179.50</b>	<b>249.00</b>	<b>248.50</b>
<b>DEPARTMENT TOTAL</b>	<b>772.24</b>	<b>694.58</b>	<b>659.42</b>

## Department Expenditures

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
<b>GENERAL FUND</b>			
<b>General Services Administration</b>			
General Services Administration	\$ 295,985	\$ 841,559	\$ 913,304
<b>Total</b>	<b>\$ 295,985</b>	<b>\$ 841,559</b>	<b>\$ 913,304</b>
<b>Facilities Division</b>			
ADA	\$ 1,507,587	\$ (15,054)	\$ -
Administration / Management	\$ 1,293,340	\$ 1,788,308	\$ 2,563,963
CAB and DSC Facility Maintenance	\$ 2,141,852	\$ (12,412)	\$ -
Contracts and Repair Support	\$ 746,207	\$ (1,685)	\$ -
Crabtree Building	\$ 198,407	\$ -	\$ -
Enterprise Facilities	\$ 2,243,073	\$ (16,900)	\$ -

# General Services

## Department Expenditures

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
<b>GENERAL FUND</b>			
<b>Facilities Division</b>			
Facilities	\$ (436,759)	\$ (32,454)	\$ (215,566)
Maintenance of Facilities	\$ 5,934,793	\$ (42,224)	\$ -
Preventive Maintenance	\$ 681,506	\$ (4,715)	\$ -
Region 1	\$ -	\$ 5,073,372	\$ 4,819,235
Region 2	\$ -	\$ 7,929,288	\$ 7,890,051
World Trade Center	\$ 833,784	\$ (1,213)	\$ -
<b>Total</b>	<b>\$ 15,143,790</b>	<b>\$ 14,664,311</b>	<b>\$ 15,057,683</b>
<b>Street Division</b>			
Electrical	\$ 11,486,943	\$ 12,477,805	\$ 12,808,239
Management	\$ 3,288,640	\$ 2,805,253	\$ 4,785,753
Roadways	\$ 10,067,079	\$ 9,562,484	\$ 9,893,657
Storm Drains	\$ 7,079,817	\$ 23,802,246	\$ -
Street Division	\$ (162,903)	\$ -	\$ (620,184)
Traffic	\$ 9,850,263	\$ 9,873,636	\$ 15,653,982
Trench Restoration	\$ -	\$ -	\$ 3,033,523
Urban Forestry	\$ 9,071,247	\$ 8,620,673	\$ 5,545,355
<b>Total</b>	<b>\$ 50,681,086</b>	<b>\$ 67,142,097</b>	<b>\$ 51,100,325</b>
<b>Contracts Division</b>			
Contracts Division	\$ -	\$ -	\$ (14,219)
GRC/Improvements	\$ -	\$ 548,280	\$ 452,980
Services Contracts	\$ -	\$ 1,301,293	\$ 1,151,975
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,849,573</b>	<b>\$ 1,590,736</b>
<b>Parking Management</b>			
Administration	\$ 100,286	\$ -	\$ -
Customer Service	\$ 2,671,690	\$ -	\$ -
Enforcement	\$ 5,877,070	\$ -	\$ -
Parking Management	\$ (142,260)	\$ -	\$ -
Parking Meter Operations	\$ 1,076,287	\$ -	\$ -
<b>Total</b>	<b>\$ 9,583,073</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Station 38</b>			
Station 38	\$ 562,841	\$ 556,512	\$ 783,988
<b>Total</b>	<b>\$ 562,841</b>	<b>\$ 556,512</b>	<b>\$ 783,988</b>
<b>AB 2928 - TRANSPORTATION RELIEF</b>			
<b>AB 2928 - Transportation Relief</b>			
AB 2928 - Transportation Relief	\$ 5,000,000	\$ -	\$ 12,676,642
<b>Total</b>	<b>\$ 5,000,000</b>	<b>\$ -</b>	<b>\$ 12,676,642</b>

# General Services

## Department Expenditures

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
<b>PUBLISHING SERVICES INTERNAL FUND</b>			
<b>Publishing Services</b>			
Citywide Photocopy	\$ 1,427,947	\$ 1,323,230	\$ 842,510
Customer and Support Services	\$ 75,568	\$ 17,633	\$ -
Division Administration	\$ 42,447	\$ 33,656	\$ 1,188,831
Printing Services	\$ 3,196,228	\$ 2,798,207	\$ 2,562,739
Publishing Services	\$ (387,089)	\$ 21,097	\$ (35,072)
<b>Total</b>	<b>\$ 4,355,101</b>	<b>\$ 4,193,823</b>	<b>\$ 4,559,008</b>
<b>FLEET SERVICES INTERNAL SERVICE FUND</b>			
<b>Fleet Services</b>			
Acquisition, Fitting and Disposal	\$ 805,160	\$ 855,110	\$ 854,073
Fleet Services	\$ (349,134)	\$ 151,156	\$ (395,465)
Material Support Section	\$ 9,150,471	\$ 17,037,764	\$ 17,957,861
Motive Equip Serv & Rep Units	\$ 1,560,554	\$ 2,561,651	\$ 2,488,246
Repair and Maintenance	\$ 17,114,430	\$ 29,166,821	\$ 30,143,785
<b>Total</b>	<b>\$ 28,281,481</b>	<b>\$ 49,772,502</b>	<b>\$ 51,048,500</b>
<b>FLEET SERVICES REPLACEMENT FUND</b>			
<b>Fleet Services - Replacement</b>			
Fire-Rescue Fleet Replacement	\$ -	\$ -	\$ 12,215,055
Fleet Services - Replacement	\$ 12,983,400	\$ 31,600,159	\$ -
Non-GF Fleet Replacement	\$ -	\$ -	\$ 11,500,000
Non-Safety GF Fleet Replacement	\$ -	\$ -	\$ 8,500,551
Police Fleet Replacement	\$ -	\$ -	\$ 4,240,599
<b>Total</b>	<b>\$ 12,983,400</b>	<b>\$ 31,600,159</b>	<b>\$ 36,456,205</b>
<b>DEPARTMENT TOTAL</b>	<b>\$ 126,886,757</b>	<b>\$ 170,620,536</b>	<b>\$ 174,186,391</b>

## Significant Budget Adjustments

### GENERAL FUND

General Services Administration	Positions	Cost	Revenue
<b>Salary and Benefit Adjustments</b>	0.00	\$ 6,159	0
Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
<b>Stormwater Department Transfer</b>	1.00	\$ 75,375	0
Transfer of 1.00 Laboratory Technician from the Stormwater Department to reclassify as an Associate Management Analyst.			

## Significant Budget Adjustments

### GENERAL FUND

General Services Administration	Positions	Cost	Revenue
<b>Street Division Non-Personnel Expense Transfer</b>	0.00 \$	20,000 \$	0
Transfer of \$20,000 in non-personnel expense funding from Street Division to fund material and supply needs for positions that were previously transferred into the division.			
<b>Non-Discretionary</b>	0.00 \$	438 \$	0
Adjustments to expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.			
<b>Support for Information Technology</b>	0.00 \$	(7,297) \$	0
Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.			
<b>Vacancy Savings</b>	0.00 \$	(22,930) \$	0
Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2009 due to personnel transition and salary differentials for new employees.			

Facilities Division	Positions	Cost	Revenue
<b>Salary and Benefit Adjustments</b>	0.00 \$	359,487 \$	0
Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
<b>Bond Interest Payment</b>	0.00 \$	900,000 \$	0
Bond interest payment for facilities deferred maintenance funding.			
<b>Non-Discretionary</b>	0.00 \$	184,099 \$	0
Adjustments to expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.			
<b>Funding of Terminal Leave</b>	0.00 \$	12,056 \$	0
Funding of additional personnel expenditures for terminal leave paid to employees who, upon conclusion of their tenure with the City, possess a large leave balance.			
<b>Support for Safety and Maintenance of Visitor-Related Facilities</b>	0.00 \$	0 \$	600,000
Support to reimburse the General Fund for expenditures associated with the safety and maintenance of visitor-related facilities.			

# General Services

## Significant Budget Adjustments

### GENERAL FUND

Facilities Division	Positions	Cost	Revenue
<b>Support for Information Technology</b> Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00 \$	(21,734) \$	0
<b>Elevator Maintenance Contract and Janitorial Services Transfer</b> Elevator maintenance contract and janitorial services budget and revenue transfer among Facilities Division and Contracts Division.	0.00 \$	(30,071) \$	1,100,000
<b>Vacancy Savings</b> Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2009 due to personnel transition and salary differentials for new employees.	0.00 \$	(215,566) \$	0
<b>Savings from the Five-Year Financial Outlook</b> Adjustments to personnel and non-personnel expenses, and revenue as a result of budget reductions discussed in the City's Five-Year Financial Outlook. These reductions are further described in Volume I, "Budget Overview and Schedules".	(9.00) \$	(794,899) \$	0
Street Division	Positions	Cost	Revenue
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.	0.00 \$	923,794 \$	0
<b>Deferred Maintenance Funding</b> Increase to street and storm drain deferred maintenance funding per the Mayor's Five-Year Financial Outlook. Increase in State Proposition 1B revenue to cover street and storm drain deferred maintenance costs.	0.00 \$	5,806,007 \$	5,806,007
<b>Stormwater Compliance</b> Addition of 10.00 FTE and associated non-personnel expenses per the Mayor's Five-Year Financial Outlook in order to comply with the increased stormwater runoff regulations associated with the new Stormwater Permit.	10.00 \$	5,006,024 \$	0
<b>Streets Trench Restoration Transfer</b> Transfer of the Streets Trench Restoration personnel and non-personnel expenses and related revenue from the Water and Metropolitan Wastewater Departments.	39.34 \$	3,033,523 \$	5,000,000

## Significant Budget Adjustments

### GENERAL FUND

Street Division	Positions	Cost	Revenue
<b>Bond Interest Payment</b> Bond interest payment for Streets deferred maintenance funding.	0.00 \$	2,700,000 \$	0
<b>Non-Discretionary</b> Adjustments to expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	137,645 \$	0
<b>Funding of Terminal Leave</b> Funding of additional personnel expenditures for terminal leave paid to employees who, upon conclusion of their tenure with the City, possess a large leave balance.	0.00 \$	85,022 \$	0
<b>Support for Safety and Maintenance of Visitor-Related Roadways</b> Support to reimburse the General Fund for expenditures associated with the safety and maintenance of visitor high-use roadways.	0.00 \$	0 \$	290,056
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2009 revenue projections.	0.00 \$	0 \$	(5,433,973)
<b>General Services Administration Non-Personnel Expense Transfer</b> Transfer of funding to General Services Administration to fund material and supply needs for positions that were previously transferred into the division.	0.00 \$	(20,000) \$	0
<b>Storm Water Department Transfer</b> Transfer of 1.00 Utility Worker I to Stormwater Department which was reclassified to the Stormwater Department Director.	(1.00) \$	(62,179) \$	0
<b>Engineering &amp; Capital Projects Business Process Reengineering (BPR)</b> Adjustments to reflect the budgetary implementation of the Engineering & Capital Projects BPR, including the consolidation of all engineering and capital project functions into the Engineering & Capital Projects Department.	(1.00) \$	(99,400) \$	0
<b>Support for Information Technology</b> Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00 \$	(241,784) \$	0
<b>Public Works Dispatch Center Transfer</b> Transfer of 2.00 Public Works Dispatchers, 2.00 Public Information Clerks and related non-personnel expenses to Station 38 to centralize the Public Works Dispatch Center.	(4.00) \$	(263,867) \$	0

# General Services

## Significant Budget Adjustments

### GENERAL FUND

Street Division	Positions	Cost	Revenue
<b>Vacancy Savings</b> Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2009 due to personnel transition and salary differentials for new employees.	0.00 \$	(620,184) \$	0
<b>Savings from the Five-Year Financial Outlook</b> Adjustments to personnel and non-personnel expenses, and revenue as a result of budget reductions discussed in the City's Five-Year Financial Outlook. These reductions are further described in Volume I, "Budget Overview and Schedules".	(10.00) \$	(740,363) \$	0
<b>One-Time Expenditure Removal</b> Removal of Fiscal Year 2008 deferred maintenance funding.	0.00 \$	(8,250,000) \$	0
<b>Transfer of Storm Drain and Street Sweeping Functions</b> Transfer of the Storm Drain and Street Sweeping functions from Street Division to the Stormwater Department.	(63.00) \$	(23,436,010) \$	(5,145,091)

Contracts Division	Positions	Cost	Revenue
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.	0.00 \$	(2,715) \$	0
<b>Elevator Maintenance Contract and Janitorial Services Transfer</b> Elevator maintenance contract and janitorial services budget and revenue transfer among Facilities Division and Contracts Division.	0.00 \$	30,071 \$	(1,100,000)
<b>Elevator Cost Increases</b> Contractual cost increase for General Fund supported elevators at facilities and an increase in State elevator inspection fees.	0.00 \$	30,000 \$	0
<b>Non-Discretionary</b> Adjustments to expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	30 \$	0
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2009 revenue projections.	0.00 \$	0 \$	(967,360)



## Significant Budget Adjustments

### GENERAL FUND

<b>Contracts Division</b>	<b>Positions</b>	<b>Cost</b>	<b>Revenue</b>
<b>Americans with Disabilities Act (ADA) Revenue Transfer</b> Transfer of ADA budgeted revenue to the Architectural Engineering and Parks Division of the Engineering and Capital Projects Department. ADA work was previously a function of the General Services Department and has since transferred to the Engineering and Capital Projects Department.	0.00 \$	0 \$	(1,057,690)
<b>Vacancy Savings</b> Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2009 due to personnel transition and salary differentials for new employees.	0.00 \$	(14,219) \$	0
<b>Savings from the Five-Year Financial Outlook</b> Adjustments to personnel and non-personnel expenses, and revenue as a result of budget reductions discussed in the City's Five-Year Financial Outlook. These reductions are further described in Volume I, "Budget Overview and Schedules".	(1.00) \$	(302,004) \$	0
<b>Parking Management</b>	<b>Positions</b>	<b>Cost</b>	<b>Revenue</b>
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.	0.00 \$	92,367 \$	0
<b>Reduction of Non-Personnel Expense</b> Reduction of non-personnel expense to offset the addition in supplies and services in Fiscal Year 2008. The department dissolved and the functions were transferred to the Police and City Treasurer departments.	0.00 \$	(92,367) \$	0
<b>Station 38</b>	<b>Positions</b>	<b>Cost</b>	<b>Revenue</b>
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.	0.00 \$	(17,947) \$	0
<b>Public Works Dispatch Center Transfer</b> Transfer of 2.00 Public Works Dispatchers, 2.00 Public Information Clerks and related non-personnel expenses to Station 38 to centralize the Public Works Dispatch Center.	4.00 \$	263,867 \$	0

# General Services

## Significant Budget Adjustments

### GENERAL FUND

Station 38	Positions	Cost	Revenue
<b>Non-Discretionary</b>	0.00 \$	(48) \$	0
Adjustments to expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.			
<b>Support for Information Technology</b>	0.00 \$	(233) \$	0
Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.			
<b>Vacancy Savings</b>	0.00 \$	(18,163) \$	0
Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2009 due to personnel transition and salary differentials for new employees.			

### PUBLISHING SERVICES INTERNAL FUND

Publishing Services	Positions	Cost	Revenue
<b>Salary and Benefit Adjustments</b>	0.00 \$	28,275 \$	0
Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
<b>Support for Information Technology</b>	0.00 \$	330,504 \$	0
Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.			
<b>Non-Discretionary</b>	0.00 \$	42,614 \$	0
Adjustments to expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.			
<b>Funding for the Enterprise Resources Planning (ERP) System</b>	0.00 \$	2,323 \$	0
This System will integrate all data and processes of the City's core functions into a unified data system. The ERP will replace independent applications the City has in place that will eliminate the need for external interfaces, provide a range of standardization, reduce maintenance, and allow for greater reporting capabilities.			
<b>Revised Revenue</b>	0.00 \$	0 \$	118,052
Adjustment to reflect Fiscal Year 2009 revenue projections.			

## Significant Budget Adjustments

### PUBLISHING SERVICES INTERNAL FUND

Publishing Services	Positions	Cost	Revenue
<b>Vacancy Savings</b>	0.00 \$	(38,531) \$	0
Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2009 due to personnel transition and salary differentials for new employees.			

### FLEET SERVICES INTERNAL SERVICE FUND

Fleet Services	Positions	Cost	Revenue
<b>Salary and Benefit Adjustments</b>	0.00 \$	475,544 \$	0
Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
<b>Fuel Cost Inflation</b>	0.00 \$	1,706,000 \$	0
Increase in unleaded and diesel fuel costs. The 15 percent price increase combined with a 2.6 percent volume decrease results in a net 12 percent budgetary increase.			
<b>Non-Discretionary</b>	0.00 \$	457,612 \$	0
Adjustments to expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.			
<b>Fitting Facility Expansion</b>	0.00 \$	175,000 \$	0
Funding for the expansion of the Chollas fleet fitting facility.			
<b>Addition of an Equipment Service Writer</b>	1.00 \$	91,257 \$	0
Addition of 1.00 supplemental Equipment Service Writer.			
<b>Funding for the Enterprise Resources Planning (ERP) System</b>	0.00 \$	32,130 \$	0
This System will integrate all data and processes of the City's core functions into a unified data system. The ERP will replace independent applications the City has in place that will eliminate the need for external interfaces, provide a range of standardization, reduce maintenance, and allow for greater reporting capabilities.			
<b>Revised Revenue</b>	0.00 \$	0 \$	1,109,965
Adjustment to reflect Fiscal Year 2009 revenue projections.			
<b>Balancing BCR</b>	0.00 \$	0 \$	(141,500)
Fiscal Year 2009 adjustment to balance revenue and expenditures.			

# General Services

## Significant Budget Adjustments

### FLEET SERVICES INTERNAL SERVICE FUND

Fleet Services	Positions	Cost	Revenue
<b>Support for Information Technology</b> Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00 \$	(13,417) \$	0
<b>Reduction of Refuse Packer LNG Fueling Program</b> Reduction of 1.50 FTE Motive Service Technicians and related non-personnel expenses budgeted for the refuse packer LNG fueling program. The LNG fueling program was discontinued in December 2007.	(1.50) \$	(288,810) \$	0
<b>Vacancy Savings</b> Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2009 due to personnel transition and salary differentials for new employees.	0.00 \$	(443,318) \$	0
<b>Reduction of Phase II Enhanced Vapor Recovery Project</b> Reduction of budget for Phase II Enhanced Vapor Recovery fuel project.	0.00 \$	(916,000) \$	0

### FLEET SERVICES REPLACEMENT FUND

Fleet Services - Replacement	Positions	Cost	Revenue
<b>Non-Discretionary</b> Adjustments to expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	4,445,605 \$	0
<b>Vehicle Purchases</b> Increase to vehicle cash replacement funding estimates.	0.00 \$	410,441 \$	0
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2009 revenue projections.	0.00 \$	0 \$	4,222,591

### AB 2928 - TRANSPORTATION RELIEF

AB 2928 - Transportation Relief	Positions	Cost	Revenue
<b>State Funding for Transportation Relief</b> Increase in sales tax funding from the State of California for traffic decongestion road work per Proposition 42.	0.00 \$	12,676,642 \$	12,676,642

## Expenditures by Category

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
<b>PERSONNEL</b>			
Salaries & Wages	\$ 37,083,338	\$ 35,825,245	\$ 34,016,455

# General Services

## Expenditures by Category

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
<b>PERSONNEL</b>			
Fringe Benefits	\$ 20,448,843	\$ 20,844,784	\$ 20,100,293
<b>SUBTOTAL PERSONNEL</b>	\$ 57,532,181	\$ 56,670,029	\$ 54,116,748
<b>NON-PERSONNEL</b>			
Supplies & Services	\$ 39,854,662	\$ 59,039,203	\$ 58,777,919
Information Technology	\$ 2,058,248	\$ 1,318,392	\$ 1,299,155
Energy/Utilities	\$ 13,393,822	\$ 20,957,959	\$ 22,605,070
Equipment Outlay	\$ 14,047,844	\$ 32,634,953	\$ 37,387,499
<b>SUBTOTAL NON-PERSONNEL</b>	\$ 69,354,576	\$ 113,950,507	\$ 120,069,643
<b>TOTAL</b>	\$ 126,886,757	\$ 170,620,536	\$ 174,186,391

## Revenues by Category

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
<b>GENERAL FUND</b>			
Licenses and Permits	\$ 6,984,315	\$ -	\$ -
Fines, Forfeitures, and Penalties	\$ 19,453,901	\$ -	\$ -
Revenue from Other Agencies	\$ 128,000	\$ 128,000	\$ 5,934,007
Charges for Current Services	\$ 6,859,290	\$ 6,674,290	\$ 10,539,296
Transfers from Other Funds	\$ 34,081,109	\$ 35,530,418	\$ 24,951,354
<b>TOTAL</b>	\$ 67,506,615	\$ 42,332,708	\$ 41,424,657

## Salary Schedule

### GENERAL FUND

#### Street Division

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>	<i>Salary</i>	<i>Total</i>
1104	Account Clerk	1.00	1.00	\$ 37,878	\$ 37,878
1106	Sr Management Analyst	1.00	1.00	\$ 71,273	\$ 71,273
1107	Administrative Aide II	1.00	2.00	\$ 50,492	\$ 100,984
1153	Asst Engineer-Civil	5.00	4.00	\$ 69,521	\$ 278,085
1157	Asst Engineer-Electrical	1.00	1.00	\$ 69,515	\$ 69,515
1221	Assoc Engineer-Civil	2.00	1.00	\$ 80,375	\$ 80,375
1227	Assoc Planner	1.00	0.00	\$ -	\$ -
1233	Assoc Engineer-Traffic	1.00	1.00	\$ 80,212	\$ 80,212
1293	Cement Finisher	12.00	14.34	\$ 50,638	\$ 726,154
1348	Info Systems Analyst II	2.00	2.00	\$ 64,077	\$ 128,153
1356	Code Compliance Officer	3.00	3.00	\$ 44,492	\$ 133,476
1428	Electrician	14.33	14.33	\$ 56,221	\$ 805,641
1431	Electrician Supv	3.00	3.00	\$ 63,529	\$ 190,587
1436	Equipment Technician I	2.00	0.00	\$ -	\$ -

# General Services

## Salary Schedule

### GENERAL FUND

#### Street Division

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>		<i>Salary</i>	<i>Total</i>
1438	Equipment Technician II	2.00	<b>1.00</b>	\$	46,896	\$ 46,896
1439	Equipment Operator I	8.00	<b>4.00</b>	\$	44,949	\$ 179,797
1440	Equipment Operator II	15.00	<b>18.00</b>	\$	49,096	\$ 883,734
1443	Electronics Technician	1.00	<b>1.00</b>	\$	56,718	\$ 56,718
1445	Equipment Operator III	3.00	<b>2.00</b>	\$	51,834	\$ 103,668
1465	Field Representative	1.00	<b>0.00</b>	\$	-	\$ -
1512	Heavy Truck Driver II	17.00	<b>21.00</b>	\$	45,070	\$ 946,464
1513	Heavy Truck Driver I	9.00	<b>11.00</b>	\$	42,680	\$ 469,476
1514	Horticulturist	1.00	<b>1.00</b>	\$	62,259	\$ 62,259
1535	Clerical Assistant II	2.00	<b>1.00</b>	\$	35,401	\$ 35,401
1618	Motor Sweeper Supv	1.00	<b>0.00</b>	\$	-	\$ -
1625	Motor Sweeper Operator	16.00	<b>0.00</b>	\$	-	\$ -
1626	Traffic Striper Operator	4.00	<b>4.00</b>	\$	48,506	\$ 194,022
1648	Payroll Specialist II	2.00	<b>2.00</b>	\$	41,507	\$ 83,013
1666	Plant Process Control Electrician	1.00	<b>0.00</b>	\$	-	\$ -
1727	Principal Engineering Aide	2.00	<b>2.00</b>	\$	60,401	\$ 120,802
1746	Word Processing Operator	1.00	<b>1.00</b>	\$	37,689	\$ 37,689
1751	Project Officer I	1.00	<b>1.00</b>	\$	79,940	\$ 79,940
1766	Public Works Dispatcher	2.00	<b>0.00</b>	\$	-	\$ -
1776	Public Information Clerk	3.00	<b>0.00</b>	\$	-	\$ -
1823	Safety Officer	0.00	<b>1.00</b>	\$	70,176	\$ 70,176
1861	Sr Engineering Aide	2.00	<b>2.00</b>	\$	53,281	\$ 106,562
1871	Sr Public Information Officer	1.00	<b>0.00</b>	\$	-	\$ -
1879	Sr Clerk/Typist	1.00	<b>0.00</b>	\$	-	\$ -
1891	Sign Painter	2.00	<b>2.00</b>	\$	50,945	\$ 101,889
1895	Sign Shop Supv	1.00	<b>0.00</b>	\$	-	\$ -
1955	Traffic Signal Supv	2.00	<b>2.00</b>	\$	75,060	\$ 150,120
1957	Traffic Signal Technician II	16.00	<b>16.00</b>	\$	65,026	\$ 1,040,412
1961	Public Works Supv	16.00	<b>16.00</b>	\$	59,494	\$ 951,906
1968	Tree Maintenance Crewleader	2.00	<b>2.00</b>	\$	43,178	\$ 86,356
1969	Tree Trimmer	3.00	<b>3.00</b>	\$	41,763	\$ 125,288
1977	Public Works Superintendent	5.00	<b>3.00</b>	\$	81,518	\$ 244,553
1978	Utility Worker I	50.00	<b>51.00</b>	\$	36,233	\$ 1,847,873
1979	Utility Worker II	36.00	<b>36.00</b>	\$	39,499	\$ 1,421,971
1985	Welder	1.00	<b>1.00</b>	\$	53,159	\$ 53,159
2103	Management Intern	3.00	<b>0.00</b>	\$	-	\$ -
2214	Deputy Director	1.00	<b>1.00</b>	\$	117,998	\$ 117,998
	Vacancy Savings	0.00	<b>0.00</b>	\$	-	\$ (534,549)
	Class B	0.00	<b>0.00</b>	\$	-	\$ 1,375
	Confined Space Pay	0.00	<b>0.00</b>	\$	-	\$ 2,960
	Ex Perf Pay-Unclassified	0.00	<b>0.00</b>	\$	-	\$ 1,596

# General Services

## Salary Schedule

### GENERAL FUND

#### Street Division

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>	<i>Salary</i>	<i>Total</i>
	Overtime Budgeted	0.00	<b>0.00</b>	\$ -	\$ 462,322
	Termination Pay Annual Leave	0.00	<b>0.00</b>	\$ -	\$ 77,490
	<b>Total</b>	<b>283.33</b>	<b>253.67</b>		<b>\$ 12,331,669</b>

#### Station 38

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>	<i>Salary</i>	<i>Total</i>
1766	Public Works Dispatcher	6.25	<b>8.25</b>	\$ 42,596	\$ 351,417
1767	Public Works Dispatch Supv	1.00	<b>1.00</b>	\$ 49,340	\$ 49,340
1776	Public Information Clerk	0.00	<b>2.00</b>	\$ 37,688	\$ 75,375
	Vacancy Savings	0.00	<b>0.00</b>	\$ -	\$ (15,655)
	Overtime Budgeted	0.00	<b>0.00</b>	\$ -	\$ 19,632
	<b>Total</b>	<b>7.25</b>	<b>11.25</b>		<b>\$ 480,109</b>

#### General Services Administration

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>	<i>Salary</i>	<i>Total</i>
1580	Laboratory Technician	0.00	<b>1.00</b>	\$ 48,023	\$ 48,023
1612	Org Effectiveness Specialist III	1.00	<b>1.00</b>	\$ 71,648	\$ 71,648
1876	Executive Secretary	1.00	<b>1.00</b>	\$ 52,009	\$ 52,009
1917	Supv Management Analyst	1.00	<b>1.00</b>	\$ 80,127	\$ 80,127
1926	Info Systems Analyst IV	1.00	<b>1.00</b>	\$ 79,816	\$ 79,816
2132	Department Director	1.00	<b>1.00</b>	\$ 142,771	\$ 142,771
2181	Asst Department Director	1.00	<b>1.00</b>	\$ 126,709	\$ 126,709
	Vacancy Savings	0.00	<b>0.00</b>	\$ -	\$ (19,764)
	<b>Total</b>	<b>6.00</b>	<b>7.00</b>		<b>\$ 581,339</b>

#### Facilities Division

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>	<i>Salary</i>	<i>Total</i>
1104	Account Clerk	1.00	<b>1.00</b>	\$ 37,878	\$ 37,878
1105	Administrative Aide I	1.00	<b>0.00</b>	\$ -	\$ -
1106	Sr Management Analyst	1.00	<b>1.00</b>	\$ 71,273	\$ 71,273
1107	Administrative Aide II	0.00	<b>1.00</b>	\$ 50,492	\$ 50,492
1273	Building Maintenance Supv	5.00	<b>4.00</b>	\$ 74,804	\$ 299,216
1274	Building Supv	1.00	<b>1.00</b>	\$ 47,688	\$ 47,688
1275	Building Services Supv	1.00	<b>0.00</b>	\$ -	\$ -
1279	Sr Building Maintenance Supv	2.00	<b>2.00</b>	\$ 93,337	\$ 186,674
1280	Building Service Technician	18.00	<b>17.00</b>	\$ 39,491	\$ 671,351
1288	Carpenter	15.00	<b>12.00</b>	\$ 52,003	\$ 624,036
1290	Carpenter Supv	1.00	<b>1.00</b>	\$ 59,779	\$ 59,779
1389	Custodian II	10.00	<b>10.00</b>	\$ 31,149	\$ 311,488
1428	Electrician	11.00	<b>12.00</b>	\$ 56,221	\$ 674,648
1510	Heating Technician	4.00	<b>4.00</b>	\$ 56,439	\$ 225,756

# General Services

## Salary Schedule

### GENERAL FUND

#### Facilities Division

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>	<i>Salary</i>		<i>Total</i>
1511	Heat, Vent & A/C Supv	1.00	<b>1.00</b>	\$	65,184	\$ 65,184
1597	Locksmith	2.00	<b>2.00</b>	\$	52,847	\$ 105,694
1601	Construction Estimator	2.00	<b>0.00</b>	\$	-	\$ -
1635	Painter	10.00	<b>8.00</b>	\$	50,142	\$ 401,132
1637	Painter Supv	1.00	<b>1.00</b>	\$	57,010	\$ 57,010
1648	Payroll Specialist II	1.00	<b>1.00</b>	\$	41,507	\$ 41,507
1672	Plasterer	1.00	<b>1.00</b>	\$	54,721	\$ 54,721
1675	Plumber	10.00	<b>10.00</b>	\$	56,524	\$ 565,244
1677	Plumber Supv	1.00	<b>1.00</b>	\$	64,681	\$ 64,681
1746	Word Processing Operator	1.00	<b>1.00</b>	\$	37,689	\$ 37,689
1802	Sr Locksmith	1.00	<b>1.00</b>	\$	55,763	\$ 55,763
1810	Refrigeration Mechanic	7.00	<b>7.00</b>	\$	54,622	\$ 382,354
1819	Roofer	4.00	<b>4.00</b>	\$	47,689	\$ 190,756
1823	Safety Officer	1.00	<b>1.00</b>	\$	70,176	\$ 70,176
1913	Sr Refrigeration Mechanic	3.00	<b>3.00</b>	\$	59,583	\$ 178,749
2214	Deputy Director	1.00	<b>1.00</b>	\$	119,999	\$ 119,999
	Vacancy Savings	0.00	<b>0.00</b>	\$	-	\$ (185,801)
	Bilingual - Regular	0.00	<b>0.00</b>	\$	-	\$ 1,565
	Overtime Budgeted	0.00	<b>0.00</b>	\$	-	\$ 165,224
	Standby Pay	0.00	<b>0.00</b>	\$	-	\$ 14,920
	Termination Pay Annual Leave	0.00	<b>0.00</b>	\$	-	\$ 10,987
	<b>Total</b>	<b>118.00</b>	<b>109.00</b>		<b>\$</b>	<b>5,657,833</b>

#### Contracts Division

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>	<i>Salary</i>		<i>Total</i>
1153	Asst Engineer-Civil	1.00	<b>1.00</b>	\$	69,521	\$ 69,521
1225	Assoc Engineer-Mechanical	1.00	<b>1.00</b>	\$	80,276	\$ 80,276
1601	Construction Estimator	2.00	<b>2.00</b>	\$	65,184	\$ 130,368
1727	Principal Engineering Aide	1.00	<b>0.00</b>	\$	-	\$ -
1752	Project Officer II	1.00	<b>1.00</b>	\$	92,598	\$ 92,598
	Vacancy Savings	0.00	<b>0.00</b>	\$	-	\$ (12,256)
	<b>Total</b>	<b>6.00</b>	<b>5.00</b>		<b>\$</b>	<b>360,507</b>

**General Fund Total** 420.58 **385.92** **\$ 19,411,457**

### PUBLISHING SERVICES INTERNAL FUND

#### Publishing Services

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>	<i>Salary</i>		<i>Total</i>
1104	Account Clerk	1.00	<b>1.00</b>	\$	37,878	\$ 37,878
1107	Administrative Aide II	1.00	<b>1.00</b>	\$	50,492	\$ 50,492
1261	Bindery Worker II	6.00	<b>6.00</b>	\$	34,253	\$ 205,515



# General Services

## Salary Schedule

### PUBLISHING SERVICES INTERNAL FUND

#### Publishing Services

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>		<i>Salary</i>	<i>Total</i>
1262	Bindery Worker III	2.00	<b>2.00</b>	\$	37,747	\$ 75,494
1401	Info Systems Technician	1.00	<b>1.00</b>	\$	50,992	\$ 50,992
1490	Graphic Designer	4.00	<b>4.00</b>	\$	52,160	\$ 208,640
1535	Clerical Assistant II	1.00	<b>1.00</b>	\$	35,402	\$ 35,402
1583	Electronic Publishing Specialist	2.00	<b>2.00</b>	\$	49,725	\$ 99,450
1595	Lithographic Technician	1.00	<b>1.00</b>	\$	47,841	\$ 47,841
1736	Print Shop Supv	1.00	<b>1.00</b>	\$	67,820	\$ 67,820
1868	Sr Offset Press Operator	5.00	<b>5.00</b>	\$	45,496	\$ 227,480
	Vacancy Savings	0.00	<b>0.00</b>	\$	-	\$ (33,210)
	Overtime Budgeted	0.00	<b>0.00</b>	\$	-	\$ 19,461
	<b>Total</b>	<b>25.00</b>	<b>25.00</b>		<b>\$</b>	<b>1,093,255</b>

### FLEET SERVICES INTERNAL SERVICE FUND

#### Fleet Services

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>		<i>Salary</i>	<i>Total</i>
1104	Account Clerk	2.00	<b>2.00</b>	\$	37,878	\$ 75,756
1106	Sr Management Analyst	1.00	<b>1.00</b>	\$	71,273	\$ 71,273
1225	Assoc Engineer-Mechanical	1.00	<b>1.00</b>	\$	80,276	\$ 80,276
1237	Payroll Specialist I	0.50	<b>0.50</b>	\$	39,514	\$ 19,757
1249	Fleet Parts Buyer Supervisor	1.00	<b>1.00</b>	\$	62,666	\$ 62,666
1250	Fleet Parts Buyer	4.00	<b>5.00</b>	\$	53,770	\$ 268,849
1264	Body And Fender Mechanic	5.00	<b>5.00</b>	\$	53,397	\$ 266,986
1348	Info Systems Analyst II	1.00	<b>1.00</b>	\$	64,076	\$ 64,076
1401	Info Systems Technician	2.00	<b>2.00</b>	\$	50,993	\$ 101,985
1435	Equipment Repair Supv	17.00	<b>17.00</b>	\$	65,484	\$ 1,113,234
1437	Equipment Mechanic	109.00	<b>109.00</b>	\$	52,941	\$ 5,770,590
1442	Equipment Trainer	1.00	<b>1.00</b>	\$	49,948	\$ 49,948
1446	Equipment Painter	2.00	<b>2.00</b>	\$	51,976	\$ 103,952
1447	Equipment Service Writer	5.00	<b>6.00</b>	\$	56,519	\$ 339,115
1450	Sr Motive Service Technician	27.00	<b>27.00</b>	\$	43,610	\$ 1,177,472
1452	Motive Service Technician	25.50	<b>24.00</b>	\$	40,857	\$ 980,566
1535	Clerical Assistant II	1.00	<b>1.00</b>	\$	35,402	\$ 35,402
1602	Machinist	2.00	<b>2.00</b>	\$	55,270	\$ 110,540
1616	Metal Fabrication Supv	2.00	<b>2.00</b>	\$	63,687	\$ 127,373
1648	Payroll Specialist II	1.00	<b>1.00</b>	\$	41,507	\$ 41,507
1746	Word Processing Operator	1.00	<b>1.00</b>	\$	37,689	\$ 37,689
1762	Fleet Manager	3.00	<b>3.00</b>	\$	92,900	\$ 278,699
1823	Safety Officer	1.00	<b>1.00</b>	\$	70,176	\$ 70,176
1899	Stock Clerk	13.00	<b>12.00</b>	\$	36,017	\$ 432,198

# General Services

## Salary Schedule

### FLEET SERVICES INTERNAL SERVICE FUND

#### Fleet Services

<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>		<i>Salary</i>	<i>Total</i>
1902	Storekeeper I	2.00	<b>2.00</b>	\$	41,330	\$ 82,660
1978	Utility Worker I	3.00	<b>3.00</b>	\$	36,233	\$ 108,699
1982	Vehicle And Fuel Clerk	3.00	<b>3.00</b>	\$	38,051	\$ 114,153
1985	Welder	12.00	<b>12.00</b>	\$	53,159	\$ 637,903
2214	Deputy Director	1.00	<b>1.00</b>	\$	113,300	\$ 113,300
	Vacancy Savings	0.00	<b>0.00</b>	\$	-	\$ (382,104)
	ASE Cert	0.00	<b>0.00</b>	\$	-	\$ 214,300
	Class B	0.00	<b>0.00</b>	\$	-	\$ 107,000
	Ex Perf Pay-Classified	0.00	<b>0.00</b>	\$	-	\$ 3,000
	Night Shift Pay	0.00	<b>0.00</b>	\$	-	\$ 171,620
	Overtime Budgeted	0.00	<b>0.00</b>	\$	-	\$ 645,527
	Standby Pay	0.00	<b>0.00</b>	\$	-	\$ 15,600
	<b>Total</b>	<u>249.00</u>	<u><b>248.50</b></u>			<b>\$ 13,511,743</b>
<b>GENERAL SERVICES TOTAL</b>		694.58	<b>659.42</b>			<b>\$ 34,016,455</b>

# General Services

## Revenue and Expense Statement (Non-General Fund)

### AB 2928 - TRANSPORTATION RELIEF

	FY 2007* BUDGET	FY 2008* BUDGET	FY 2009* PROPOSED
<b>REVENUE</b>			
AB 2928 Transportation Revenue	\$ 5,000,000	\$ -	\$ 12,676,642
<b>TOTAL REVENUE</b>	\$ 5,000,000	\$ -	\$ 12,676,642
<b>TOTAL BALANCE AND REVENUE</b>	\$ 5,000,000	\$ -	\$ 12,676,642
<b>OPERATING EXPENSE</b>			
General Services-Street Division	\$ 5,000,000	\$ -	\$ 12,676,642
<b>TOTAL OPERATING EXPENSE</b>	\$ 5,000,000	\$ -	\$ 12,676,642
<b>TOTAL EXPENSE</b>	\$ 5,000,000	\$ -	\$ 12,676,642
<b>BALANCE</b>	\$ -	\$ -	\$ -
<b>TOTAL EXPENSE, RESERVE AND BALANCE</b>	\$ 5,000,000	\$ -	\$ 12,676,642

\* At the time of publication audited financial statements for Fiscal Year 2007 were not available. Therefore, the Fiscal Years 2007 and 2008 columns reflect final budget amounts from the Fiscal Year 2007 and 2008 Annual Budgets. As such, balances and reserves do not reflect carryover from the previous fiscal year.

# General Services

## Revenue and Expense Statement (Non-General Fund)

### FLEET SERVICES INTERNAL SERVICE FUNDS 50030 & 50031

	FY 2007* BUDGET	FY 2008* BUDGET	FY 2009* PROPOSED
<b>BEGINNING BALANCE AND RESERVE</b>			
Balance from Prior Year	\$ 40,107,615	\$ 30,700,000	\$ 38,428,023
Prior Year Encumbrances	\$ 8,465,069	\$ 8,100,000	\$ 5,000,000
<b>TOTAL BALANCE</b>	<b>\$ 48,572,684</b>	<b>\$ 38,800,000</b>	<b>\$ 43,428,023</b>
<b>REVENUE</b>			
Direct Charge for Services	\$ 1,245,000	\$ 1,220,000	\$ 1,095,000
Equipment Usage Charge	\$ 25,889,087	\$ 46,633,035	\$ 47,800,000
Other Revenue	\$ 196,500	\$ 222,000	\$ 245,000
Sale of Equipment / Material / Fuel	\$ 2,365,000	\$ 3,505,000	\$ 3,908,500
Transfer from General Fund	\$ -	\$ 2,932,606	\$ 3,119,490
Vehicle Assignment	\$ 20,160,429	\$ 29,689,293	\$ 33,225,000
<b>TOTAL REVENUE</b>	<b>\$ 49,856,016</b>	<b>\$ 84,201,934</b>	<b>\$ 89,392,990</b>
<b>TOTAL BALANCE AND REVENUE</b>	<b>\$ 98,428,700</b>	<b>\$ 123,001,934</b>	<b>\$ 132,821,013</b>
<b>OPERATING EXPENSE</b>			
Acquisition / Fitting	\$ 8,895,342	\$ 25,214,163	\$ 26,238,463
Administration	\$ 1,541,524	\$ 2,561,651	\$ 2,516,476
Equipment & Vehicle Lease Program (EVFP)	\$ 4,883,400	\$ 7,241,106	\$ 11,056,205
Repair / Maintenance	\$ 16,905,729	\$ 29,317,977	\$ 29,745,512
Support Services	\$ 9,038,886	\$ 17,037,764	\$ 17,948,049
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 41,264,881</b>	<b>\$ 81,372,661</b>	<b>\$ 87,504,705</b>
<b>EXPENDITURE OF PRIOR YEAR FUND</b>			
Encumbrances Expended	(1) \$ 8,465,069	\$ 8,100,000	\$ 10,000,000
<b>TOTAL Expenditure of Prior Year Fund</b>	<b>\$ 8,465,069</b>	<b>\$ 8,100,000</b>	<b>\$ 10,000,000</b>
<b>TOTAL EXPENSE</b>	<b>\$ 49,729,950</b>	<b>\$ 89,472,661</b>	<b>\$ 97,504,705</b>
<b>RESERVE</b>			
Reserve for Encumbrances	\$ 8,100,000	\$ 5,000,000	\$ 8,000,000
<b>TOTAL RESERVE</b>	<b>\$ 8,100,000</b>	<b>\$ 5,000,000</b>	<b>\$ 8,000,000</b>
<b>TOTAL RESERVE</b>	<b>\$ 8,100,000</b>	<b>\$ 5,000,000</b>	<b>\$ 8,000,000</b>
<b>BALANCE</b>	<b>\$ 40,598,750</b>	<b>\$ 28,529,273</b>	<b>\$ 27,316,308</b>
<b>TOTAL EXPENSE, RESERVE AND BALANCE</b>	<b>\$ 98,428,700</b>	<b>\$ 123,001,934</b>	<b>\$ 132,821,013</b>

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\* \* Fiscal Years 2008 and 2009 reflect a consolidated fleet organization. Police and Fire fleets were previously budgeted in their respective departments.

(1) Encumbrances are not budgeted.

# General Services

## Revenue and Expense Statement (Non-General Fund)

### PUBLISHING SERVICES INTERNAL SERVICE FUND 50020

	FY 2007* BUDGET	FY 2008* BUDGET	FY 2009* PROPOSED
<b>BEGINNING BALANCE AND RESERVE</b>			
Balance from Prior Year	\$ 119,022	\$ 513,219	\$ 819,396 <sup>(1)</sup>
<b>TOTAL BALANCE</b>	\$ 119,022	\$ 513,219	\$ 819,396
<b>REVENUE</b>			
Bindery Operations	\$ 477,842	\$ 427,811	\$ 427,811
Blueprinting Operations	\$ 65,000	\$ 65,000	\$ -
Citywide Photocopy Program	\$ 1,367,290	\$ 1,436,269	\$ 1,508,082
Electronic Publishing	\$ 103,195	\$ 72,748	\$ -
Graphics and Photography	\$ 408,251	\$ 355,214	\$ 427,962
Lithography Operations	\$ 110,489	\$ 79,557	\$ 79,557
Miscellaneous Revenue	\$ 6,500	\$ 6,500	\$ -
Printing Operations	\$ 1,014,073	\$ 989,770	\$ 1,107,509
Quick Copy	\$ 1,196,658	\$ 1,067,131	\$ 1,067,131 <sup>(2)</sup>
<b>TOTAL REVENUE</b>	\$ 4,749,298	\$ 4,500,000	\$ 4,618,052
<b>TOTAL BALANCE AND REVENUE</b>	\$ 4,868,320	\$ 5,013,219	\$ 5,437,448
<b>OPERATING EXPENSE</b>			
Non-Personnel Expense	\$ 2,407,702	\$ 2,406,597	\$ 2,782,038
Personnel Expense	\$ 1,947,399	\$ 1,787,226	\$ 1,776,970
<b>TOTAL OPERATING EXPENSE</b>	\$ 4,355,101	\$ 4,193,823	\$ 4,559,008
<b>TOTAL EXPENSE</b>	\$ 4,355,101	\$ 4,193,823	\$ 4,559,008
<b>BALANCE</b>	\$ 513,219	\$ 819,396	\$ 878,440
<b>TOTAL EXPENSE, RESERVE AND BALANCE</b>	\$ 4,868,320	\$ 5,013,219	\$ 5,437,448

\* At the time of publication audited financial statements for Fiscal Year 2007 were not available. Therefore, the Fiscal Years 2007 and 2008 columns reflect final budget amounts from the Fiscal Year 2007 and 2008 Annual Budgets. As such, balances and reserves do not reflect carryover from the previous fiscal year.

(1) It is anticipated the Publishing Services Fund will end Fiscal Year 2009 with a fund deficit. To mitigate this fund deficit several courses of action will be explored, including expenditure reductions, possible BPR efficiencies, and if necessary requesting assistance from the General Fund to balance the fund. Fee increases to make the fund cost recoverable have been approved and are being implemented.

(2) All Quick Copy Operations have been consolidated for Fiscal Year 2009.